

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pambansa Complex, Constitution Hills, Quezon City
Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 931-6139

REQUEST FOR QUOTATION

RFQ No.: **17-1736** KC-NCDDP Shopping
Date: November 28, 2017

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Company TIN : _____
Philgeps No.: _____

Sir/Madam:

1. The National Community Driven Development Program (NCDDP) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service provider(s) offering the lowest evaluated price on per:

Item Basis

Total Quoted

Lot Basis

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s)/ service provider(s) providing after sales service facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP at the address indicated in Paragraph 6 is on **December 11, 2017 at 3:00pm**

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

a. **Prices:** The prices should be quoted for the supply and Delivery of various item (Pls. refer to Annex A)

b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:

i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;

ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

iii. If a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.

v. **Validity of the Offer:** Your quotation(s) should be valid for a period of forty five (45) calendar days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.

vi. If the **supplier/service provider** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/service provider(s) will be excluded from the list of NCDDP suppliers for the project for two years.

• **Terms of Payment:** Fifteen (15) to Thirty (30) Calendar Days upon final inspection and acceptance of goods.

vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within 15 days (after signing of the contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.

viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, penalty of one-tenth (1/10) of one percent (1%) of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: Michelle C. Oxina

Telephone 9316139 or 931-8101 to 07 local 122-124

Fax 951-71-16

E-mail Address bacsec@dswd.gov.ph Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

7. Please confirm by fax-mail the receipt of this request and whether or not you will submit the price quotation(s)

Sincerely,



MICHELLE C. OXINA
Procurement Officer

Tel No. 931-61-39 / Fax No. 951-71-16

Noted by:

KARINA ANTONETTE A. AGUDO
OIC-Chief, Procurement Planning & Mgt. Division



17-1736

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **17-1736** KC-NCDDP Shopping

Date: November 28, 2017

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Company Tin No. : _____
 PhilGeps Reg. No. : _____

| Lot No. | Qty. | Unit | Purchaser's Specifications | Bidder's Specifications (Please write the detailed specifications in the space provided) | Unit Cost | Total Cost |
|---------|-------|------|---|---|-----------|------------|
| | | | Project: HIRING OF SERVICE PROVIDER FOR THE DEV'T & PRODUCTION OF COMMUNITY ORGANIZING AIDE MATERIALS FOR POPULARIZATION OF CDD/CEAC Qualifications: 1. at least five (5) years of progressive experience in the conceptualization & production of coloring books & cards games 2. Competency in producing high-quality, similarity-styled information, education & communication (IEC) materials 3. Experience in working on community-based projects and/or community dev't 4. an evaluation rating not lower than 90 A. DSWD KALAHI-CIDSS COLORING BOOK SPECIFICATIONS FOR THE DEV'T & PRODUCTION: SIZE A4, Folded COVER: C2s 220 (full cover printing,matte) BINDING: Perfect Binding NO. OF PAGES 32, inclusive of cover INSIDE PAGES 200 GSM book paper OTHER WORKS: Landscape printing; includes envelope & 8 pc. Crayon box per coloring book B. DSWD KALAHI-CIDSS CARD GAME SPECIFICATIONS FOR THE DEV'T & PRODUCTION: SIZE 2.5X3.5 in/card x 144 cards maximum COLOR full color printing OTHER WORKS: Include instruction sheet & packaging per deck | | | |
| 1 | 1,500 | pcs. | | | | |
| | 500 | pcs. | | | | |

PURPOSE: For Hiring of a service provider to enable the dev't & production of community organizing aide materials for popularization of CDD/CEAC.
 PR No. 2017103561
IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. **FAILURE to show up and sign the original P.O.** means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

 (Signature over printed name)
Supplier

MICHELLE C. OXINA
 Procurement Officer
 Tel No. 931-61-39
 Fax No. 951-71-16

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1736** **KC-NCDDP Shopping**

Date: November 28, 2017

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____

| Lot No. | Qty. | Unit | Purchaser's Specifications | | Bidder's Specifications (Please write the detailed specifications in the space provided) | Unit Cost | Total Cost |
|---------|------|------|--|---|---|-----------|------------|
| | | | DELIVERABLE | TIMELINE | | | |
| | | | A. DSWD KALAHI-CIDSS COLORING BOOK: DELIVERABLES & SCHEDULE OF PAYMENT | | | | |
| | | | | PAYMENT | | | |
| | | | Orientation with DSWD Kalahi-CIDSS | 5 days after issuance of Notice to Proceed | - | | |
| | | | Submission of proposed story & illustration studies | 10 days after the orientation/meeting | 20% | | |
| | | | Submission of revised story (up to three revisions) | 3 days after submission of comments from the NPMO on the story draft | - | | |
| | | | Submission of final story of approval | 3 days after submission of comments from NPMO | - | | |
| | | | Submission of six (6) language translations, illustration & cover design | 10 days after the approval of proof | 20% | | |
| | | | Submission of revised language translations, illustration & cover design (up to three revisions) | 3 days after submission of comments from NPMO on the translation & illustration | - | | |
| | | | Submission of final language translations, illustration & cover design | 5 days after submission of NPMO's comments on the final revision | - | | |
| | | | Submission of final output | 5 days after pilot testing of revised output | 20% | | |
| | | | Complete delivery of final output | 5 days after final approval of output | 40% | | |

page 2 of 3

PURPOSE: For Hiring of a service provider to enable the dev't & production of community organizing aide materials for popularization of CDD/CEAC.

2017103561

PR No.

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O./L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.


MICHELLE G. OXINA
 Procurement Officer
 Tel No. 9311-61-39
 Fax No. 951-71-16

 (Signature over printed name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **17-1736** **KC-NCDDP Shopping**

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| Lot No. | Qty. | Unit | Purchaser's Specifications | | Bidder's Specifications (Please write the detailed specifications in the space provided) | Unit Cost | Total Cost |
|---------|------|------|---|---|---|-----------|------------|
| | | | DELIVERABLE | TIMELINE | | | |
| | | | B. DSWD KALAHI-CIDSS CARD GAME : DELIVERABLE & SCHEDULE OF PAYMENT | | | | |
| | | | Orientation with DSWD Kalahi-CIDSS | 5 days after issuance of Notice to Proceed | | | |
| | | | Submission of proposed design | 10 days after the orientation/meeting | 20% | | |
| | | | Submission of revised design (up to three revisions) | 5 days after submission of comments from the NPMO on the initial design | - | | |
| | | | Submission of final card design for approval | 5 days after submission of comments of the final revision | - | | |
| | | | Submission of six (6) language translations | 10 days after approval of the design | 20% | | |
| | | | Submission of revised language translations (up to three revisions) | 3 days after submission of comments from NPMO on the translation | - | | |
| | | | Submission of final transactions applied on card design for approval | 5 days after submission of NPMO's comments on the final revision | - | | |
| | | | Submission of final output | 5 days after pilot testing of revised output | 20% | | |
| | | | Complete delivery of final output | 5 days after final approval of output | 40% | | |
| | | | Delivery: DSWD-CO Procurement Service | | | | |

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MICHELLE C. OXINA
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 Tel No. 931-61-39
 Fax No. 951-71-16

 (Signature over printed name)
Supplier